***(TEMPLATE )***
***Pls put on the letter head of the company***

*Original typewritten letter is to be submitted to the Chamber of commerce on company letterhead (with full coordinates), once it has been duly signed by an authorized representative.*
*the letter must be accompanied by a copy of proof of registration of the company in Canada*

Embassy of Saudi Arabia
Consular Section
201 Sussex Drive
Ottawa, Ontario K1N 1K6
Canada

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

Name of applicant
Nationality
Passport #
Date of issue of passport
Expiry date
Place of birth
Date of birth
Religion
Occupation
Name of inviting Saudi company
Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

……..
Authorized Signature Date
……..
Print Name/Title

Stamp and signature of chamber of commerce